

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92)

4

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES OFFICE OF INFORMATION SERVICES 1500 5th Street, Room 116 Sacramento, CA 95814 (or IMS C-39)			(1) DEPARTMENT, BOARD OR COMMISSION	
			CORRECTIONS	
			DIVISION, BUREAU OR OTHER UNIT	
			FAC: Inmate Assignment Office	
			ADDRESS	
			ALL Institutions	
			CHECK THE APPROPRIATE BOX:	
			<input checked="" type="checkbox"/> New schedule of records that have never been scheduled. (Complete boxes 5 - 8.)	
			<input type="checkbox"/> Revising a previous schedule. (Complete boxes 5 - 12.)	
			<input type="checkbox"/> (A new approval number will be assigned.)	
			<input type="checkbox"/> Amending some pages of a previous schedule. (Complete boxes 8 - 12.)	
			<input type="checkbox"/> (The original approval number will remain in effect.)	
(916) 445-2294 or CALNET 485-2294	(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
	17000 INAS	May 1, 1997	3	1,300
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER	(10) SCHEDULE DATE	(7) NUMBER OF PAGES	(8) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL DATE(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	(14) TITLE	(15) DATE SIGNED
<i>Don Staleno</i>	Chief, WISPE Unit	7/11/97

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST	(17) TITLE	(18) NAME	(19) TELEPHONE	(20) DATE SIGNED
<i>Sperry Gordon</i>	Departmental Records Coordinator	<i>Sperry Gordon</i>	323-4095	<i>10/20/97</i>
(21) SIGNATURE - OIS CONSULTANT	(22) APPROVAL NUMBER	(23) PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)		
<i>Barbara M. Buterney</i>	97-233			
(23) TITLE	(24) DATE SIGNED			
<i>Records Management Consultant</i>	<i>10/27/97</i>			

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☒ Contains no material subject to further review by the California State Archives

(26) ☐ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA

STATE ARCHIVES

(27) SIGNATURE - CHIEF OF ARCHIVES	(28) DATE SIGNED
<i>Robert J. ...</i>	<i>12/29/97</i>

RECORDS RETENTION SCHEDULE
STD. 75 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000INAS	DATE (3) May 1, 1997
ORGANIZATIONAL UNIT FAC: Inmate Assignment Office	Page 1 of 3 Pages (4)	
ADDRESS (number, street, city) All Institutions	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-233	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
FAC			<u>Inmate Assignment Office</u> This Records Retention Schedule defines the retention, disclosure, and destruction requirements for all institution inmate assignment records. These records include the daily movement sheet, classification committee result sheets, and lists of inmates awaiting job, school, or other position assignments.								<u>Retention:</u> Columns 12 through 16 are clarified in Column 17, Remarks. Media (Column 10): P=Paper, X=Mixed (cassette, video, etc.), M=Magnetic or Electronic. Vital Records (Column 11): Critical to perform the Department's basic functions (e.g., inmate/parolee Control and Medical Files and Records) after a disaster. Department Storage (Local Archives): Used by institutions or non-Sacramento offices. <u>Disclosure Restrictions:</u> (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40. <u>Destruction:</u> Nonconfidential: Cycle. Confidential or exempt (Column 16): shred. Historical (Column 11): Transfer to the State Archives. Do not destroy.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000INAS	DATE (3) May 1, 1997
ORGANIZATIONAL UNIT FAC: Inmate Assignment Office	Page 1 of 3 Pages (4)	
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RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

*See instructions on reverse
and in SAM 1600*

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000INAS	DATE (3) May 1, 1997
ORGANIZATIONAL UNIT FAC: Inmate Assignment Office	Page 3 of 3 Pages (4)	
ADDRESS (number, street, city) All Institutions	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-233	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0020F			• Work Change Application: CDC 132	P		A+30 Days			A+30 Days		Retain for 30 days after input into the DDPS (office).